



FY2025 TRAINING CALENDAR

For further information, please contact:

Shondra Houseworth, **CPM** Director, (601) 359-2715, shondra.houseworth@mspb.ms.gov

Jennifer Jasper, **BSC/HRCP** Director, (601) 359-2761, jennifer.jasper@mspb.ms.gov

Dionne Young, **ASCP/ESCP** Director, (601) 359-2768, dionne.young@mspb.ms.gov

Skip King, **CPM Electives**, (601) 359-2714, skip.king@mspb.ms.gov

Julia Summers, **ASCP/ESCP Electives**, (601) 359-2799, julia.summers@mspb.ms.gov

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
JULY 2024				
8-12	Basic Supervisory Course	8:30-4:00	*30	--
15-19	CPM Level 1	8:30-4:00	--	--
CPM ELECTIVE CLUSTER 1				
25	• Advanced Writing for CPM	8:30-4:00	6	--
26	• CPM Project Workshop	8:30-4:00	6	--
29-31	ASCP Level 1	8:30-4:00	--	--
AUGUST 2024				
5-9	CPM Level 4	8:30-4:00	--	--
12-16	Basic Supervisory Course	8:30-4:00	*30	--
12-14	ESCP Level 4	8:30-4:00	--	--
CPM ELECTIVE CLUSTER 2				
14	• Administrative Investigations	1:00-4:00	3	--
15	• Defending Personnel Decisions before the EAB	8:30-4:00	6	--
16	• Preventing and Responding to Workplace Harassment Claims	8:30-4:00	6	--
19-23	CPM Level 2	8:30-4:00	--	--
26-28	ASCP Level 2	8:30-4:00	--	--
SEPTEMBER 2024				
9-13	CPM Level 3	8:30-4:00	--	--
9-11	ASCP Level 3	8:30-4:00	--	--
ESCP ELECTIVE CLUSTER 1				
12	• Presentation Skills for Non-Managers	8:30-4:00	--	6
16	• Building Your Network	8:30-11:30	--	3
16	• Your Purpose Pathway: Five Steps along the Way	1:00-4:00	--	3
17	• Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	--	3
17	• Workplace Collaboration	1:00-4:00	--	3
16-20	Basic Supervisory Course	8:30-4:00	*30	--
CPM ELECTIVE CLUSTER 3				
18	• Develop Your EQ: Emotional Quotient	8:30-4:00	6	--
19-20	• Crucial Conversations	8:30-4:00	12	--
23-27	CPM Level 5	8:30-4:00	--	--
23-25	ESCP Level 5	8:30-4:00	--	--
24-27	HRCP Level 1	8:30-4:00	--	--

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
OCTOBER 2024				
ASCP ELECTIVE CLUSTER 1				
1	• Writing Advantage for ASCP	8:30-4:00	--	6
2	• Cultural Diversity	8:30-4:00	--	6
3	• Managing Stressful Situations	8:30-11:30	--	3
3	• Rights and Responsibilities	1:00-4:00	--	3
4	• How to Manage Multiple Priorities	8:30-4:00	--	6
7-11	CPM Level 1	8:30-4:00	--	--
7-9	ASCP Level 1	8:30-4:00	--	--
14-18	Basic Supervisory Course	8:30-4:00	*30	--
CPM ELECTIVE CLUSTER 4				
16	• Effective Communication	8:30-4:00	6	--
17	• Advanced Writing for CPM	8:30-4:00	6	--
18	• CPM Project Workshop	8:30-4:00	6	--
21-23	ESCP Level 6	8:30-4:00	--	--
ASCP ELECTIVE CLUSTER 2				
21	• Cultural Diversity Part 2	8:30-4:00	--	6
22	• Navigating the Road to Success	8:30-11:30	--	3
22	• Communicating to Build Relationships	1:00-4:00	--	3
23	• Overview of Government Part 2	8:30-11:30	--	3
23	• Positive Work Environment	1:00-4:00	--	3
ASCP ELECTIVE CLUSTER 1				
28	• Writing Advantage for ASCP	8:30-4:00	--	6
29	• Cultural Diversity	8:30-4:00	--	6
30	• Managing Stressful Situations	8:30-11:30	--	3
30	• Rights and Responsibilities	1:00-4:00	--	3
31	• How to Manage Multiple Priorities	8:30-4:00	--	6
NOVEMBER 2024				
4-8	Basic Supervisory Course	8:30-4:00	*30	--
4-8	CPM Level 2	8:30-4:00	--	--
12-14	ASCP Level 2	8:30-4:00	--	--
12-14	HRCP Level 2	8:30-4:00	--	--
ASCP ELECTIVE CLUSTER 2				
18	• Cultural Diversity Part 2	8:30-4:00	--	6
19	• Navigating the Road to Success	8:30-11:30	--	3
19	• Communicating to Build Relationships	1:00-4:00	--	3
20	• Overview of Government Part 2	8:30-11:30	--	3
20	• Positive Work Environment	1:00-4:00	--	3
CPM ELECTIVE CLUSTER 5				
15	• Effective Interviewing Skills Part 2	8:30-4:00	6	--
19	• Diversity in the Workplace	8:30-4:00	6	--
21	• Protecting the Public Trust	8:30-4:00	6	--
DECEMBER 2024				
2-6	Basic Supervisory Course	8:30-4:00	*30	--
2-6	CPM Level 6	8:30-4:00	--	--
9-11	ASCP Level 3	8:30-4:00	--	--
10-12	HRCP Level 3	8:30-4:00	--	--
16-17	CPM Executive Seminar (for participants in CPM Level 6)	8:30-4:00	--	--

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
	ESCP ELECTIVE CLUSTER 2			
16	• Empowering Yourself for Career Success	8:30-11:30	--	3
16	• Leadership at Every Level	1:00-4:00	--	3
17	• Qualities of a Successful Mentor	8:30-4:00	--	6
	CPM ELECTIVE CLUSTER 8			
18	• Leading a Cross-Generational Workforce	8:30-4:00	6	--
19	• Communicating as a Manager	8:30-4:00	6	--
20	• Consciously Overcoming Unconscious Bias	8:30-4:00	6	--
JANUARY 2025				
6-10	CPM Level 3	8:30-4:00	--	--
13-17	Basic Supervisory Course	8:30-4:00	*30	--
13-15	ASCP Level 1	8:30-4:00	--	--
	CPM ELECTIVE CLUSTER 9			
16	• Advanced Writing for CPM	8:30-4:00	6	--
17	• CPM Project Workshop	8:30-4:00	6	--
22-24	HRCP Level 4	8:30-4:00	--	--
23-24	7 Habits for Non-Managers	8:30-4:00	--	12
27-31	CPM Level 1	8:30-4:00	--	--
27-29	ESCP Level 4	8:30-4:00	--	--
FEBRUARY 2025				
3-7	Basic Supervisory Course	8:30-4:00	*30	--
	CPM ELECTIVE CLUSTER 10			
3	• Performance Review System	8:30-11:30	3	--
4	• Employee Evaluation Corrective Action	8:30-4:00	6	--
5	• Develop Your EQ: Emotional Quotient	8:30-4:00	6	--
6	• Basics of Project Management	8:30-4:00	6	--
10-14	CPM Level 4	8:30-4:00	--	--
10-12	ASCP Level 2	8:30-4:00	--	--
18-21	HRCP Level 1	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 1			
18	• Writing Advantage for ASCP	8:30-4:00	--	6
20	• Managing Stressful Situations	8:30-11:30	--	3
20	• Rights and Responsibilities	1:00-4:00	--	3
21	• How to Manage Multiple Priorities	8:30-4:00	--	6
24-28	CPM Level 2	8:30-4:00	--	--
24-26	ESCP Level 5	8:30-4:00	--	--
MARCH 2025				
3-7	Basic Supervisory Course	8:30-4:00	*30	--
	CPM ELECTIVE CLUSTER 11			
4	• Civility in the Workplace	8:30-4:00	6	--
5	• Effective Communication	8:30-4:00	6	--
6	• Preventing and Responding to Workplace Harassment Claims	8:30-4:00	6	--
10-14	CPM Level 1	8:30-4:00	--	--
10-12	ASCP Level 3	8:30-4:00	--	--
18-20	HRCP Level 5	8:30-4:00	--	--

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
	ESCP ELECTIVE CLUSTER 1			
19	• Building Your Network	8:30-11:30	--	3
19	• Your Purpose Pathway: Five Steps along the Way	1:00-4:00	--	3
20	• Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	--	3
20	• Workplace Collaboration	1:00-4:00	--	3
April 1	• Presentation Skills for Non-Managers	8:30-4:00	--	6
24-28	CPM Level 5	8:30-4:00	--	--
24-26	ASCP Level 1	8:30-4:00	--	--
APRIL 2025				
1-3	HRCP Level 2	8:30-4:00	--	--
7-11	CPM Level 3	8:30-4:00	--	--
7-9	ASCP Level 2	8:30-4:00	--	--
14-18	Basic Supervisory Course	8:30-4:00	*30	--
	CPM ELECTIVE CLUSTER 12			
15	• Succession Planning	8:30-4:00	6	--
	ESCP ELECTIVE CLUSTER 2			
17	• Empowering Yourself for Career Success	8:30-11:30	--	3
17	• Leadership at Every Level	1:00-4:00	--	3
18	• Qualities of a Successful Mentor	8:30-4:00	--	6
21-25	CPM Level 6	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 1			
21	• Writing Advantage for ASCP	8:30-4:00	--	6
23	• Managing Stressful Situations	8:30-11:30	--	3
23	• Rights and Responsibilities	1:00-4:00	--	3
24	• How to Manage Multiple Priorities	8:30-4:00	--	6
29-May 1	ESCP Level 6	8:30-4:00	--	--
MAY 2025				
	CPM ELECTIVE CLUSTER 13			
1	• Advanced Writing for CPM	8:30-4:00	6	--
2	• CPM Project Workshop	8:30-4:00	6	--
5-9	Basic Supervisory Course	8:30-4:00	*30	--
5-9	CPM Level 2	8:30-4:00	--	--
5-7	ASCP Level 3	8:30-4:00	--	--
12-13	7 Habits for Non-Managers	8:30-4:00	--	12
12-13	CPM Executive Seminar (for participants in CPM Level 6)	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 2			
15	• Navigating the Road to Success	8:30-11:30	--	3
15	• Communicating to Build Relationships	1:00-4:00	--	3
16	• Overview of Government Part 2	8:30-11:30	--	3
16	• Positive Work Environment	1:00-4:00	--	3
	CPM ELECTIVE CLUSTER 14			
15	• Psychological Safety	8:30-4:00	6	--
16	• Employee Engagement	8:30-4:00	6	--
JUNE 2025				
9-13	CPM Level 3	8:30-4:00	--	--
16-20	Basic Supervisory Course	8:30-4:00	*30	--

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
23 24 25	<p style="text-align: center;">CPM ELECTIVE CLUSTER 15</p> <ul style="list-style-type: none"> • Employment Law Hot Button Legal Issues 2025 • Leading a Cross-Generational Workforce • Team Building: Finding the “I” in Team 	8:30-4:00 8:30-4:00 8:30-4:00	6 6 6	-- -- --